

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Conference Room, San Juan Island Public Library

February 8, 2011

**Members Present:** Fred Henley, Glenna Hall, Lynn Weber/Roochvarg, Barry Jacobson, Mark Madsen

**Staff Present:** Marjorie Harrison, Beth Helstien, Melina Lagios

**FOL Present:** Camilla Woodbury

**Guests Present:**

Ed Bailey, Robert Walters

President Glenna Hall called the meeting to order at 4:01 p.m.

**Public Access:** None

### **Agenda Approval**

**MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve the agenda moving the water drainage emergency to the first item after public access and adding a report on legislative day. Carried.

### **Approval of Board Meeting Minutes of January 11, 2011**

**MSC** Fred Henley moved and Mark Madsen seconded to approve the minutes as amended. Carried.

### **Friends of the Library**

Camilla Woodbury reported the FOL is expecting to see everyone at the Chocolate Friendly fundraiser. A FOL member will be in the library on the next three Wednesdays to accept books and send them to storage.

### **Delegate to March 2, 2011 FOL meeting**

Lynn Weber/Roochvarg volunteered to be the delegate to the next FOL meeting.

### **Approval of Bills**

**MSC** Mark Madsen moved and Lynn Weber/Roochvarg seconded to approve payment of **Very Early Due Bills** in the amount of \$2,234.33. Carried.

**MSC** Mark Madsen moved and Barry Jacobson seconded to approve payment of **Regence Insurance** premiums in the amount of \$8,430.16.

**MSC** Lynn Weber/Roochvarg moved and Fred Henley seconded to approve payment of **Regular Due Bills** in the amount of \$7,193.58. Carried.

- MSC** Fred Henley moved and Barry Jacobson seconded to approve payment of **Ingram and Various Misc. Bills** in the amount of \$5,992.71. Carried.
- MSC** Lynn Weber/Roochvarg moved and Mark Madsen seconded to approve payment of **Additional 2010 Budget Bills** in the amount of \$2,210.44. Carried.
- MSC** Fred Henley moved and Mark Madsen seconded to affirm **January Payroll** dated 1/25/2011 in the amount of \$35,501.56. Carried.

## **REPORTS**

### **Library Director Report (Marjorie Harrison)**

We received a donation of a printing microfiche reader. OPALCO has granted us electric meters that we can circulate.

### **Youth Services Director (Melina Lagios)**

Melina is planning for Summer Reading Program and all performers but one are confirmed on the theme – “One World, Many Stories.” A major weeding project in the juvenile area is underway. One each of a Nook and a Kindle eReader are circulating with preloaded titles on them. Both items may be renewed, but both currently have numerous holds. We are looking at Overdrive in lieu of NetLibrary as a possible vendor to supply both eBooks and eAudiobooks.

### **Technology Specialist Report (Floyd Bourne)**

The written report was noted.

### **Financial Report**

Profit and loss reports were noted for 2010 and 2011. There was a net savings in 2010.

### **Public Relations**

The written report was noted.

### **Legislative Day**

Barry Jacobson reported that he and Margie Harrison met spoke with Jeff Morris; they went to Kevin Ranker’s office and met his staff and then spent 5 minutes with him; and they met with a staff member from Kristine Lytton’s office.

## **OLD BUSINESS**

### **Water/drainage emergency**

Margie reported that she had received a scope of work report and estimate to remedy the problem from Ed Bailey. She asked him to revise the estimate into the form of a proposal. The proposed agreement is before the board. It is in two parts: one for interior and one for exterior work. Ed and Robert clarified causes of recent flood emergencies and show a sample of a blocked drain pipe.

- MSC** Mark Madsen moved and Fred Henley seconded to approve the 2/8/11 proposal to remedy the water infiltration emergency in the library, not to exceed \$8500.00 inclusive of sales tax and other bills and inclusive of Ed Bailey Building & Design Inc. invoice 0311 for \$936.12. Carried.

## **Levy Lid Lift**

### **1. Review of Financial Information**

Mark Madsen presented information from projections. A temporary levy would allow the library to collect a higher rate for a single year. A single year permanent levy would a permanent rate increase, similar to what happened in 1993. The rate would go up the initial year, and then diminish each year subject to the 1% revenue limitation imposed by law. Mark estimated the current inflation rate for the library at approximately 6% per year. The library needs to verify its actual inflation rate. Financial research needs to be nearly complete by the March meeting.

Glenna thanked Lynn for researching levy requirements and processes for the trustees.

### **2. Set date for meeting re approval of resolution**

Glenna discussed the timeline to which the trustees must adhere if they are to proceed with a levy lid lift. If the trustees want to be on the August ballot, then at the March trustee meeting there must be a motion to place a measure before the voters.

## **Cost Increase in Medical Benefits Plan**

Margie reported that she reviewed the survey with staff, surveyed other employers in San Juan County about what providers they use and with what deductibles, and learned from the County human resource manager that Group Health can provide insurance at less cost. Group Health provided a representative to county employees to answer questions. Margie investigated the broker the San Juan Island School District and San Juan County use for health insurance who said we could develop an inter-local agreement with another agency after the library identifies a plan it wants. The new broker may provide Margie with additional options as well as Group Health. Margie will continue to pursue a more affordable medical insurance plan for the staff.

## **Long range planning discussion**

Barry Jacobson reported that the Long Range Plan blitz launches tomorrow. The pre-Planning Committee has scheduled to wrap up its work in June. Barry asked board members to invite community members to be on the Planning Committee by next Tuesday.

### **i. Facilitator agreement**

Glenna stated that the draft agreement should be amended to specify Long Range Planning Services.

**MSC** Lynn Weber/Roochvarg moved and Barry Jacobson seconded to approve the contract with Liz Illg for Long Range Planning services called Work for Hire as amended. Carried.

**NEW BUSINESS**

**Reserve fund name change**

**MSC** Mark Madsen moved and Fred Henley seconded to rename the Capital Facilities Reserve Fund the Operating Reserve Fund. Carried.

**San Juan Calendar agreement**

The current agreement with Ian Byington of By Design for the Community Calendar goes through March 31. Margie reported that she met with Ian about the audit and how to resolve the audit issues. Margie will meet again with Ian to discuss whether or not to renew the contract when the agreement ends, conveying the consensus of the trustees that the current comprehensive calendar is preferred to a library-managed calendar that only included not-for-profit events.

**Trustee claim of expense**

Barry went to Olympia as part of Legislative Day and is asking for reimbursement. He will provide an exact amount for his reimbursement request at the next meeting.

**MSC** Fred Henley moved and Mark Madsen seconded to approve receipts in the amount of \$132.89 reimbursement for Margie Harrison for the WLA Legislative Day. Carried.

**Set date for Open Public Meetings Act presentation**

Adina Cunningham said she can give a presentation on the Act. Margie will try to arrange a meeting.

**ADJOURNMENT**

**MSC** Mark Madsen moved and Barry Jacobson seconded to adjourn the meeting at 7:02 p.m.

Respectfully submitted: \_\_\_\_\_

Board Secretary

Approved: \_\_\_\_\_

Board President